

Idaho Master Naturalist (IMN) Henry's Fork Chapter  
Board Meeting  
June 8, 2016

The meeting was called to order at 10:05 a.m.

Present: Karen Davidson, Bonnie Altshuld, Kyle Babbitt, James Brower, Cecilia Holmes , Phyllis King, Theresa Sotomayer, Kathleen Steven, Mary Van Fleet, Nina Waite, Nancy Williams and Val Zupsan.

Karen greeted everyone.

**Minutes:**

Karen stated that as everyone had received a copy of the September 11, 2016, board meeting minutes was there a motion to approve the minutes. However, Mary noted that there had been one change to the minutes that everyone may not have read. Phyllis read the change to the minutes. Val then moved that the amended minutes be approved. Kathleen seconded the motion. The motion was unanimously approved.

**Treasurer's Report:**

Nina stated that as of April 30, 2016, the cash on hand was \$1,623.01. Mary stated that we are not a 501(c)3, but we could be if we tried. The chapter is registered with the state of Idaho as an unincorporated nonprofit organization and articles of association have been filed. The reason the issue of becoming a 501(c)3 nonprofit organization was raised is that many grants require the applicant to be a 501(c)3 nonprofit organization. The Idaho Falls chapter thought we were a 501(c)3 and wanted to use that to apply for a grant. Kyle mentioned that Anne Marie had said that the Henry's Fork Foundation (HFF) was a 501(c)3 and that we could use their 501(c)3 to apply for grants. It was mentioned that as there is new management at HFF we should confirm that this is still true. There was discussion as to whether or not it would be advisable, due to the cost and complicated process, to try to obtain this status. Mary said she would research if a donation to a non501(c)3 organization would be tax deductible.

**Old Business:**

**Bylaws:**

Karen thanked everyone for their contributions to the amendment of the Bylaws. She especially thanked Phyllis for doing a detailed review of the document. Phyllis thanked Cathy Dufault for drafting the initial revision.

The draft of the Bylaws was sent to members for their review and only two minor comments were received and were addressed. It was confirmed that final draft of the amended Bylaws was emailed to chapter members in accordance with the Bylaws time requirement and that the BYlaws would be voted on at the June 15th meeting.

**Clarification of Volunteer Hours Allowed for Serving Other Organizations:**

This was addressed in the minutes from the September 11, 2015, meeting and confirmed when these minutes were read and approved, i.e., " *to achieve certification,*

*20 hours of volunteering MUST BE in the State of Idaho and MUST BE volunteering directly for a conservation agency in the categories of citizen science, education, stewardship, etc. Out of state volunteering and/or administrative work (which includes volunteering for a board position in a conservation organization) may, with prior authorization by our Board, make up the remaining 20 hour requirement for certification."*

Phyllis will email the approved September 11, 2015, minutes to Board members. Mary will then incorporate this language into the "Volunteering and Education Rules and Guidelines 2014 - 2015" document and then email it to the chapter members.

**New Members:**

There are possibly 3 individuals who are interested in becoming members: Linda Albano, Jeannine Lee and Jerry Nielson. Phyllis will check with Linda to see if she is still interested. Once confirmed, Mary will send them information and Kyle will send them an invite to the June 15th meeting.

**Update on Milestone Volunteer Pins:**

Mary stated that Sara was in the process of documenting all volunteers hours. It is a cumbersome, labor intensive project and she hopes to complete the task by January 1, 2017. At which time decisions will be made regarding awarding milestone pins.

It was discussed that Mary has access to all the IMN data because she has been granted access to update the IMN website. She doesn't think that going forward she will need this access.

**Update on Permanent Name Tags:**

Kyle will continue to research the cost of nametags with the IMN logo and the IMN's name versus the cost of also having our chapter's name on the nametag. She will contact Screen Graphics and Vital Signs as these companies already have the logo on file.

This information will be presented at the June 15th meeting to determine if members are willing to purchase a permanent name tag.

**Guest: Kyle Garrett, Bear Education Technician, Idaho Fish and Game:**

Kyle Garrett stopped by to introduce himself and to brief us on some of his planned activities and to ask for volunteers. On June 24th, 1 - 3 p.m. at the Boys' House he will be hosting a training session for members of conservation organizations who are interested in assisting in bear education events. You may bring expired bear spray to the training session.

He will need volunteers to provide bear education at Mesa Falls on June 25th, July 4th, August 6th and September 3rd. The events will be from 10 a.m. - 4p.m. But volunteers would need to arrive earlier to set up and stay later to close up. If there are enough volunteers the time could be divided into two shifts. It was recommended that volunteers bring chairs.

James stated that Sara orders bear spray for their organization and she might be able to order some for us, which should be cheaper than buying them at a store. Mary said she would ask Sara about it.

Kyle Babbitt said that she orders bear spray at wholesale to be sold at Harriman and Mesa Falls. She said she would check with John to see if she could order some for us.

In response to a question, Kyle Garrett stated that all problems relating to bears, such as a bear on property or poaching should first be directed to Chris Johnson the Island Park Conservation Officer (Law Enforcement), at (208) 390-0629. Chris would then determine the appropriate action. Kyle then left.

## **NEW BUSINESS**

### **Proctoring for Classes:**

Proctor responsibilities:

1. Equipment: Prior to the class confirm that the instructor will be bringing their own electronic equipment, otherwise there could be a problem with compatibility with onsite equipment. Both the Boys' House and the Flat Ranch have screens.
2. Resumes: Prior to the class confirm that the resume received from Mary is current. If it is not, the proctor will update the resume and provide a copy to Mary. If it is a new instructor, the proctor will obtain a resume from the instructor and give a copy to Mary.
3. Sign-up Sheet:
  - a. the proctor will bring the sign-up sheet,
  - b. have the attendees sign it, and
  - c. give the completed sheet to Val.

The class proctors are as follows:

<b>Date</b>	<b>Class</b>	<b>Proctor</b>
6/22	Water Steward	Mary
6/29	Raptors	Karen
7/13	HF Watershed	Cecilia
7/20	Sagebrush Ecology	Kathleen
7/27	Winter Ecology	Val
8/10	Native Plant Gardening	Nina
8/16	US Hwy 20 Wildlife Collision Study	Kyle

It was noted that the Idaho Falls Chapter has been invited to attend the Wildlife Collision Study class.

Karen will email the template for the Class/Event Sign-Up sheet .

### **Projects:**

Organizations requesting volunteers for ongoing projects need to complete the Volunteer Opportunity form. Karen will email the template for this form. A question

was raised about vetting a request. It was decided that if there was an issue with a request the board would discuss it and make a decision.

James reiterated the volunteer dates for Bear Education events at Mesa Falls. He also stated that Damon Keen has a jack fence project by Henry's Lake. And, on June 14th and 15th there will be a drop fence project by Sand Creek.

He stated that, unfortunately, most of his organization's projects are located near Idaho Falls.

Mary stated that Terry and Sue Hall drove an eagle to Jackson in hopes it could be successfully treated. Unfortunately, the eagle died from the effects of lead poisoning.

Mary stated that the Henry's Fork Legacy Project is addressing wildlife safe passages to avoid collisions. James commented that the Idaho Department of Transportation is focusing on building four safe passages (either over or under passages). Two may be located in or around Island Park.

#### **Use of Calendars on IMN Volunteer Opportunity Web Page:**

Jeff Phillips had raised the issue of being able to have an interactive volunteer calendar which would enable IMNs to sign up to volunteer for posted activities, e.g., volunteering at the Johnny Sack's cabin.

The program is called Volunteer Spot. Bonnie Altshuld has volunteered to administer the program.

To access the program:

1. Go to the IMN website  
(<https://fishandgame.idaho.gov/sites/Wildlife/IDMasterNaturalist/default.aspx>)
2. Under Chapters in Idaho, click on "Island Park, ID".
3. Under Volunteer Opportunities, click on "SIGN up for VOLUNTEER ACTIVITIES".

Bonnie is currently using the complimentary program which is limited and restrictive. She would like to have us purchase the premium package which allow 50 users to access the program and authorizes a second administrator. Having a second administrator would provide coverage for when Bonnie is not available. The cost would be \$75.

Phyllis made the motion to authorize the purchase of the premium package. Mary seconded the motion which was unanimously passed.

Theresa volunteered to be the second administrator. She would need access to update/amend the webpage. It was decided that Theresa would assume the web access that Mary currently has.

Mary will continue to email volunteer opportunities to the chapter.

Nancy agreed to continue to be the contact for the Mesa Falls Interpretive Center.

**General Meeting Agenda:**

The pizza party will start at 6:30 p.m.

- Sign In Sheet: Nancy will have attendees sign in. James requested that he be given a copy of the Sign In Sheet.
- Membership list: Nancy and Theresa will ask IMNs to confirm that their names and addresses are correctly entered.
- Archives binder: Cathy will bring it.

**Meeting:**

- Karen will welcome everyone and thank the appropriate people.
- Karen and Mary will award pins to those who completed recertification and pins and hats to newly certified IMNs but had not previously received them.
- Phyllis will ask for a vote on the amended Bylaws.  
Kathleen recommended that the new volunteer opportunities calendar should be introduced .
- Val will announce which board positions would be available.
- Introduction of Guests:  
Kathleen: James Brower, guests and other IDFG personnel  
Kyle: John Sullivan and guests  
Karen: Liz Davy, guests and Sue McKenna  
Mary: Matt Ward and Quinn  
Cecilia: Trent Redfield  
Cathy: Ruth Shea
- Announce date of Annual Membership Meeting.

**Board Meetings:**

The following meetings dates were selected:

- July 12th
- August 9th
- September 6th

**Annual Membership Meeting:**

It was decided to hold the meeting on Saturday, August 27th at the Flat Ranch. The meeting would start at 5 p.m. Val confirmed that this was acceptable to Matt.

**Thank You Cards:**

Thank you cards are to be given to Instructors and others who have assisted our chapter. Cards were passed around for everyone to sign.

**Adjournment:**

Nancy moved that the meeting be adjourned and Kyle seconded the motion which was unanimously approved. The meeting was adjourned at 12:10 p.m.